

JPL Product Packaging and Delivery Instructions

This document provides specifications/instructions for packaging, packing slips, and delivery of all materials delivered from a JPL Punchout Subcontractor

- 1.0 Packaging
 - 1.1 Affix the appropriate barcode label so that it can be easily scanned by JPL receiving personnel
 - 1.2 JPL prefers that all items be delivered as separate orders but, if two or more orders share a delivery recipient and address, the orders may be combined in such a manner as to facilitate more efficient handling. All associated barcodes must be applied in such a manner as to facilitate scanning by JPL personnel.
- 2.0 Delivery to JPL
 - 2.1 The JPL Shipping and Receiving department is open Monday through Friday, from 8:00 AM to 11:30 AM and 12:15 PM to 3:30 PM Pacific Time, excluding JPL holidays and JPL 9/80 Regular Day-Off (RDO) Fridays. JPL will be closed for normal business on the RDO Friday.
- 3.0 Acceptable Packing/Delivery Slips
 - 3.1 Physical characteristics of the packing slip:
 - 3.1.1 Packing slip stock shall use permanent adhesive.
 - 3.1.2 Packing slip stock shall be sufficiently scuff and wear resistant to ensure readability upon arrival at JPL.
 - 3.2 Each packing slip must display the following information:
 - 3.2.1 JPL Purchase Order (PO) Number. The valid JPL PO number used at time of purchase.
 - 3.2.2 JPL Line Number. The valid JPL PO line number associated with the JPL PO.
 - 3.2.3 Quantity Shipped. The JPL line quantity of product that was shipped within the reference container
 - 3.2.4 Line Description. The line description of the product as referenced from the JPL PO line that was purchased from the subcontractor's website.
 - 3.3 Packing slips are to be delivered to Receiving for official receipt into Oracle.